



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, APRIL 16, 2019
AT 7:00 PM
COUNCIL CHAMBERS
3rd FL PUBLIC SAFETY BUILDING**

Page #

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

3. ROLL CALL

- A. Council Members Present
- B. Administration Present

4. APPROVAL OF MINUTES

- A. March 19, 2019 Regular Meeting Minutes
- B. April 2, 2019 Special Meeting Minutes

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- A. Mayor Report – Daniel Blair
- B. Vice Mayor Report – Peter Denmark

7. MANAGER'S REPORT

- A. City Manager and Director Reports – Jim Hunt

8. COMMISSION/COMMITTEE REPORTS

- A. Planning Commission
- B. Port & Harbor Commission
- C. Parks & Recreation Committee
- D. Whittier Community School
- E. Prince William Sound Aquaculture Corp.
- F. Regional Citizen's Advisory Council

9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

10. APPROVAL OF THE CONSENT AGENDA

Liquor License: Transfer of Ownership of Swiftwater Seafood Café to Whittier Lodging, LLC – License #2502

11. PUBLIC HEARINGS (NON-ORDINANCE)

12. PRESENTATIONS

None

13. ORDINANCE

None

14. RESOLUTIONS

None

15. EXECUTIVE SESSION

A. P-12 Disposal Negotiations – Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the corporation; AS 42.40.170 (1)

B. Review of All City of Whittier Employee Payments Made by Electronic Bank Draft by Council Members – Matters pertaining to personnel; AS 42.40.170 (4)

C. City Manager Job Performance Review - Unless the person has requested to have the subjects discussed in public, subjects that tend to prejudice the reputation and character of a person; AS 42.40.170 (2)

D. Girdwood Police Contract - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the corporation; AS 42.40.170 (1)

16. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

17. NEW BUSINESS

A. Market all City of Whittier owned BTI Condos

B. Financial Compensation to EMS and Fire Volunteers

C. Funding to Purchase New Truck Chassis of Ambulance with 17-Year-Old Truck

D. Funding to Hire Consultant to Implement Ambulance Billing

18. COUNCIL DISCUSSION

19. CITIZEN'S DISCUSSION

20. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

21. ADJOURNMENT

MEDIUM TERM GOALS

1. Marketing Possibilities for P-12 Building
2. "State of the City" Presentation by CM
3. Admin Policy Outline (draft)
4. Future Land Use Development Plan
5. Final Budget (True up)
6. DeLong Dock Enterprise Fund (Creation)
7. Girdwood Police Contract (Proposal)



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**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY MARCH 19, 2019
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Victor Shen, David Pinguoch, Peter Denmark, Dave Dickason, Monty Irvin, Debra Hicks, and Daniel Blair.

B. Administration Present:

Annie Reeves, Assistant City Manager
Naelene Matsumiya, City Clerk
Robert Baty, Acting Police Chief
Scott Korbe, Director of Public Works
Dyanna Pratt, Director of Administration
Katie Velasco, Office Assistant

Others Present: Lindsey Erk, Greg Clifford, Pat Reeves, Cathy McCord, Scott Johnson, Roger Garcia, David Goldstein, Derick Anyosa, Joe Seal and Jeanette Seale

4. APPROVAL OF MINUTES

February 19, 2019, Regular Meeting Minutes, February 26, 2019, Special Meeting Minutes, March 12, 2019, Special Meeting Minutes

MOTION: David Pinguoch made a motion to approve the minutes as is.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: David Pinquoch made a motion to approve the Regular Meeting Agenda as is.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion to adopt the agenda passed unanimously.

6. MAYOR'S REPORT

A. Mayor Report

Dan Blair reported that he had meetings with Jim and Annie. He said his goal was to get a better understanding of events that will be happening so as to better help the community. He also mentioned best practice principals and ways to achieve better value for the community.

B. Vice Mayor Report

Peter Denmark reported that the 30th anniversary for the Exxon Valdez spill is on March 24. He extended a warm reminder to remember the incident that happened in Whittier's back yard.

7. MANAGER'S REPORT

A. City Manager's Report- Jim Hunt

Please see report in original packet.

B. Directors Report Through the City Manager

Please see report in original packet.

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Nothing new to report

C. Parks & Recreation Committee

Nothing new to report

D. Whittier Community School

Lindsey Erk reported that the school is working on a snow/water removal science project for the children. She hopes to teach the children what it takes to remove snow around the community. She reported on CPR training for staff and that Parent Teacher Conference is next week. She thanked Annie for her contribution to the Student Council. Lindsey spoke briefly about Whittier Clean up Day.

E. Prince William Sound Aquaculture Corp.

Nothing new to report

F. Regional Citizen's Advisory Council

Nothing new to report

9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

None

10. APPROVAL OF CONSENT CALENDAR

None

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS

A. Alaska Communications Presentation on the Server Updates – Roger Garcia

Roger Garcia presented the proposal for new servers for the Public Safety Building and the Harbor. He explained that the hardware that the City currently uses is obsolete and out of warranty. He answered questions from the Dias.

13. ORDINANCES (1st Reading)

None

14. PUBLIC HEARING (2nd reading)

None

15. RESOLUTIONS

A. Res. #06-2019 – A Resolution of the City Council of the City of Whittier, Alaska, Authorizing the City Manager to Purchase Servers with Necessary and Required Hardware for the Administration Office, the Harbor Office and the Public Safety Department.

MOTION: Peter Denmark made a motion to adopt Res. #06-2019.

SECOND: Dave Dickason

DISCUSSION: Council discussed at length the resolution and agreed to change the language so as to lease the servers from ACS as opposed to purchasing them.

VOTE: Resolution was adopted (unanimous) with the amendments to the language to lease the servers.

B. Res. #15-2019 – A Resolution of the City Council of the City of Whittier, Alaska, Authorizing the City Manager sell Begich Tower units 109 and 110 during 2019, which are excess Real City Property.

MOTION: Dave Dickason made a motion to adopt Res. #15-2019.

SECOND: Monty Irvin

DISCUSSION: Council discussed the resolution and the process in which it should have gone through. Some expressed a lack of transparency and regretted initial decision to move forward. Some suggested waiting to allow offers to in. Annie Reeves replied that steps were followed in accordance with the Whittier Municipal Code. Council discussed further.

VOTE: Resolution failed, 4-3

A. Res. #16-2019 – A Resolution of the City Council of the City of Whittier, Alaska, Authorizing the City Manager to amend the agreement with Ferrovia Infrastructure, Inc.

to increase Ferroval's Compensation of \$75,554.64 to \$77, 825.52 per annum for Whitier Police Services at the Anton Anderson Memorial Tunnel for the period of May 1, 2019 to September 30, 2019.

MOTION: Victor Shen made a motion to adopt Res. #16-2019.

SECOND: Dave Dickason

DISCUSSION: Robert Baty spoke about the contract and the compensation cost increase, saying it was a reflection of the CPI increase. He answered questions from the Dias.

VOTE: Resolution adopted unanimously

16. EXECUTIVE SESSION

None

17. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

Item was not discussed

18. NEW BUSINESS

None

19. COUNCIL DISCUSSION

Council talked about the CVP funds. Sarah Espelin explained the status of the funds.

Council discussed the options for the former city offices heavily. They weighed the options of hiring a realtor for the property to sell them and the two different code provisions for which to follow.

20. CITIZEN'S DISCUSSION

Scott Korbe gave an update on the status of the Public Safety Building Generator.

Joe Shen made a comment about the disposal of the former City administration offices.

21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

22. ADJOURNMENT

Council adjourned the meeting at 9:05

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

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**WHITTIER CITY COUNCIL
SPECIAL MEETING
TUESDAY, APRIL 2, 2019
12:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 12:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Peter Denmark, Monty Irvin, Dave Dickason, Dave Pinquoch (telephonic), and Daniel Blair.

B. Administration Present:

Jim Hunt, Interim City Manager
Annie Reeves, Assistant City Manager
Kyle Sinclair, Harbormaster
Naelene Matsumiya, City Clerk
Dyanna Pratt, Director of Administration

Others Present: Cathy McCord, Kelly Welch, Ken Newman, Richard King, Clayton Hevly, RC Collins,

4. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: David Dickason made a motion to approve the Special Meeting Agenda

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

5. NEW BUSINESS

A. Delong Dock Permit Holder Assignment/Placement

Jim Hunt gave a brief presentation to preface the item. He spoke about the Delong Dock and the City of Whittier's ownership of it. He stated that he'd like to hear what the permit holders had to say and hoped Council can come to a decision by consensus. Council discussed the fishing industry and Great Pacific's former lot. Clayton Hevly of Inlet Fish Producers explained to Council where they are on the

dock and how changes may impede their ability to move fish across the dock. Council discussed options such as short-term placement contracts and Kyle explained that the decision will not affect the upcoming season. Ken Newman spoke on behalf of Whittier Seafood and of their space on the dock. He indicated that Whittier Seafood is looking to expand and the spot they are currently in is not very suitable for the boats they have and boats they plan to bring in.

Discussion ensued.

David Pinquoch exited the meeting at 1:03.

Council gave consensus to continue having Kyle be the decision maker for the best utilization of the dock.

10. COUNCIL DISCUSSION

None

11. CITIZEN'S DISCUSSION

RC Collins gave praise to the Council and their dynamic on the handling of the dock.

12. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

The Council thanked RC Collins

13. ADJOURNMENT

All were in favor of adjourning the meeting at 1:12 p.m.

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Assistant City Manager Report – Annie Reeves

1. Comp Plan – had the initial meeting with Directors and Catalyst Consulting staff. Next, Catalyst will meet with Council followed by Commissions. Dates for those meetings have yet to be set. Community meeting dates are also in the process of being set.
2. Leases – work continues to finalize assignments and leases with the new parties (after assignment).
3. PCD Settlement – presented the introduction to the WSU and Campground lease surveys to Planning and Zoning per the 2015 settlement agreement between the City and Jim Barnett.
4. Lease Payments – working on ensuring that lease provisions are being followed as many leases have a CPI increase provision, but City billing has not reflected those amounts.
5. Have made a call to Black-Smith, Bethard & Carlson, LLC to get the City's BTI units appraised.
6. Golden Princess Welcome Ceremony – coordinating a small welcome for this very large vessel who makes her maiden stop in Whittier on Friday, May 24, 2019.
7. Working with Scott to get better signage within the Public Safety Building.
8. Drafted new Delong Dock permits and have sent to Kyle for signature.
9. Drafting a new agreement between the City and KCHU. Service should be back online soon.



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P.O. Box 608 • Whittier, Alaska 99693 • (907) 336-1490 • Fax (907) 472-2404

To: City Council

Thru: Jim Hunt, City Manager

From: Sarah D. Espelin, Contractor *SE*

Date: April 5, 2019

Subject: Finance Report & Update

You will find attached a financial report with summarized information for the General Fund and the two Enterprise Funds. The detailed Caselle report that shows the Fiscal Year 2019 Budget compared with year-to-date revenues and expenditures as of March 31, 2019 is also included for those funds.

Key Financial Information & Overview of FY19

As we are only through the first quarter of the fiscal year, and I am very focused on fixing the FY18 issues for the audit, there is little to report on at this time for FY19. Although the Caselle report shows very little revenue thus far in the fiscal year, we did receive \$871,855 in CVP restricted revenue in March which is not yet recorded in Caselle. Please see the attached financials and I am happy to answer any questions that you may have.

The auditors are scheduled to complete their fieldwork the week of May 20th. Audit preparation continues, I continue to find more things that require fixing, and hope to be able to complete the work required in order to be ready by the week of May 20th.

I am available for the City during regular working hours Monday thru Friday, and you can feel free to contact me with any questions or concerns at finance@whittieralaska.gov or cpa@espelinllc.com or call me at 907-240-4057.

City of Whittier
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 General Fund Rev/Exp-Caselle Report (pgs 1-8)	 Caselle
WWS Rev/Exp-Caselle Report (pgs 9-10)	Caselle
Harbor Rev/Exp-Caselle Report (pgs 11-14)	Caselle
DeLong Dock Rev/Exp-Caselle Report (pg 14)	Caselle

City of Whittier
Balance Sheet
March 31, 2019

	Gov't Fund General Fund	Enterprise Funds Water & Sewer	Boat Harbor
Assets			
Cash	1,721,410	616,379	1,394,436
Investments	552,053	959,848	959,924
Accounts Receivable	359,726	24,235	970,533
Prepaid Expenses	171,200	15,239	80,704
Net Property, plant and equipment	102,142	7,475,896	16,668,048
Total Assets	2,906,531	9,091,597	20,073,645
Current Liabilities			
Accounts Payable	9,814	1,018	14,523
Payroll related liabilities	-	3,523	18,136
Deferred revenue	112,658	-	6,449
Due to other funds			
Total Current Liabilities	122,472	4,541	39,108
Long-term liabilities			
Bond Premium	N/A	-	176,860
Long-term debt due in more than one year	N/A	-	1,940,000
Total long-term liabilities	-	-	2,116,860
Total liabilities	122,472	4,541	2,155,968
Fund Balance			
Nonspendable-Prepaid Items	171,200	15,239	80,704
Net Investment in capital assets	N/A	7,475,896	16,668,048
Undesignated/Unreserved	2,784,059	1,611,160	1,249,629
Total Fund Balance	2,784,059	9,087,056	17,917,677
Total Liabilities and Fund Balance	2,906,531	9,091,597	20,073,645

City of Whittier
Cash and Investment Report
March 31, 2019

Institution	General Fund Accounts	Face Value of Investment
FNBA	Main GF Checking	\$ 1,721,410
UBS	Investment City Reserve	\$ 303,169
UBS	Investment Parks	\$ 40,537
UBS	Exxon Settlement	\$ 78,315
UBS	Equipment Replacment PW	\$ 130,032
Total General Fund Cash & Investment		\$ 2,273,463

Institution	Cruise Passenger Vessel Fund Accounts	Fair Market Value of Investment
		\$ -
UBS	Investment CPV	\$ 332,512
Total CPV Fund Cash & Investments		\$ 332,512

Institution	Water/Waste Water Accounts	Fair Market Value of Investment
FNBA	Main checking	\$ 616,379
UBS	Investment Water/Wastewater	\$ 959,848
Total WW/WWS Fund Cash & Investments		\$ 1,576,227

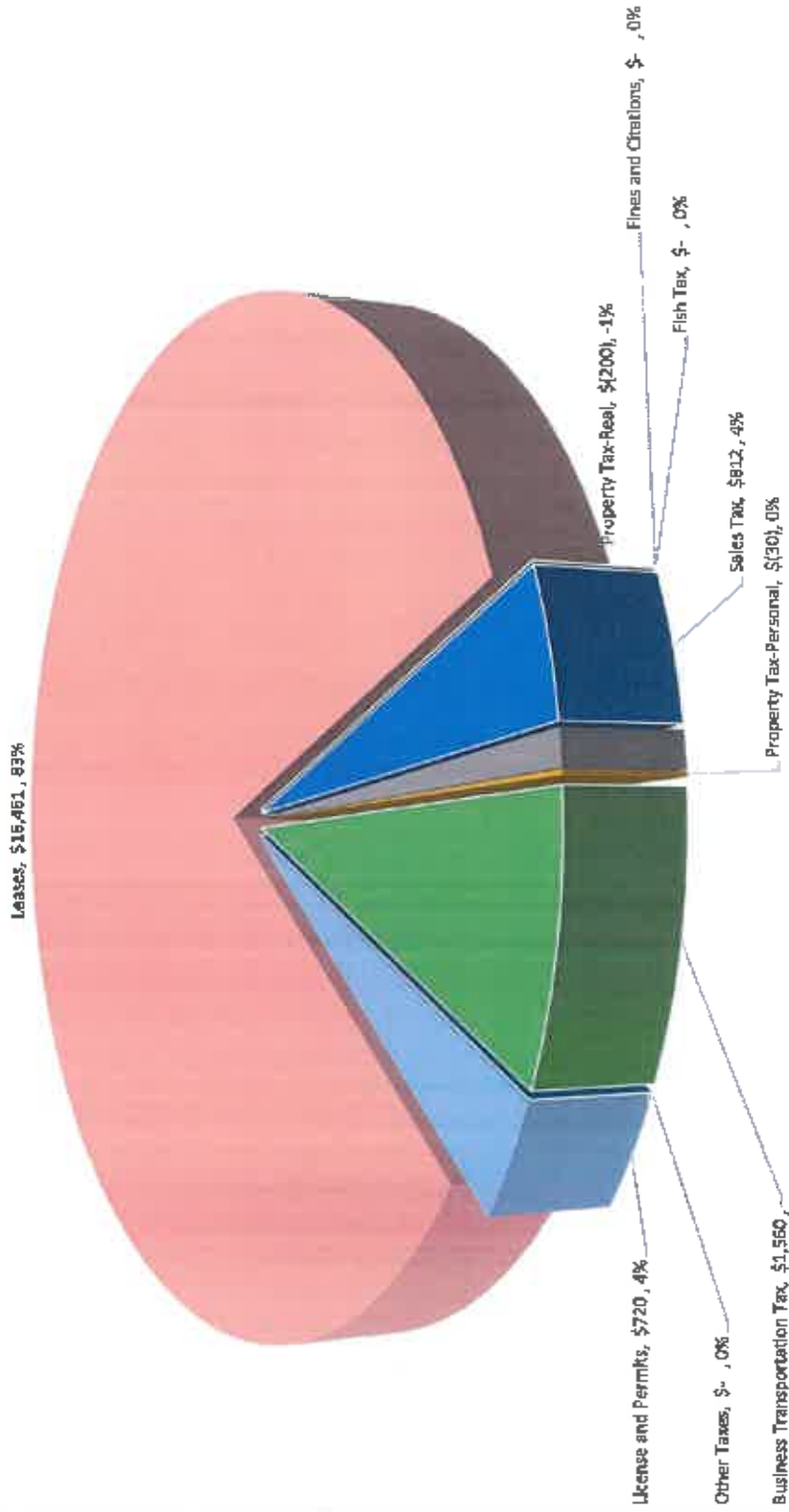
Institution	Boat Harbor Accounts	Fair Market Value of Investment
FNBA	Main checking	\$ 1,394,435
UBS	Investment Harbor Reserve	\$ 959,924
Total Harbor Fund Cash & Investments		\$ 2,354,359

Total Borough Cash and Investments	\$ 6,536,561
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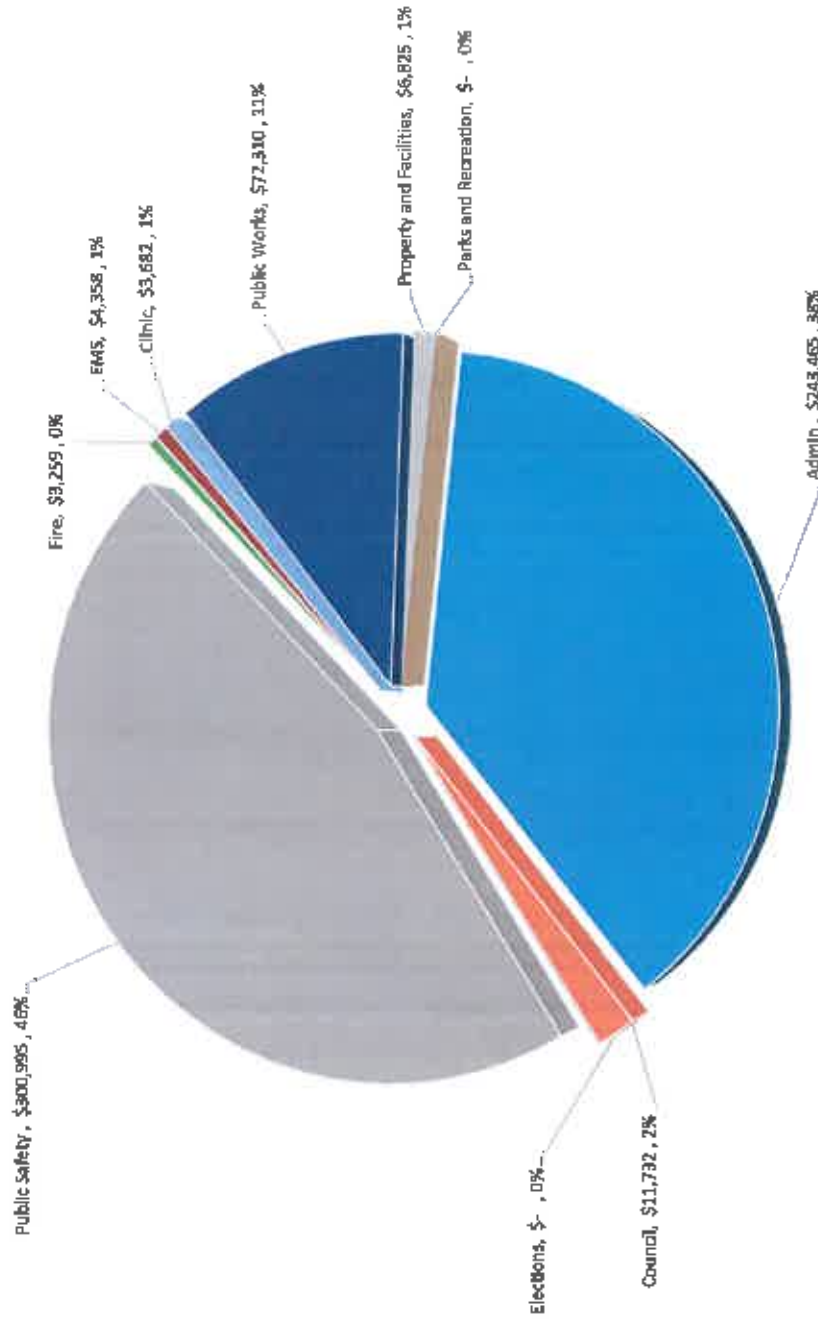
City of Whittier
General Fund Revenue and Expenditure Totals
 March 31, 2019

Revenue	230,012
Expenditures	
Admin	243,465
Council	11,732
Elections	-
Public Safety	300,995
Fire	3,259
EMS	4,358
Clinic	3,682
Public Works	72,310
Property and Facilities	6,825
Parks and Recreation	-
TOTAL Expenditures	646,626
Revenues less Expenditures	(416,614)

City of Whittier
General Fund Year-to-date Revenues
March 31, 2019



City of Whittier
General Fund Year-to-date Expenditures
March 31, 2019



City of Whittier
General Fund Revenue & Expenditures Narrative Report
March 31, 2019

As of the end of February 2019, the fiscal year was 16% complete.

We are providing explanation for the items highlighted on the accompanying Revenue/Expense report that appear to be in significant variance within the budget.

Account Name	
All General Fund Revenues	
Revenues	It is important to note that it is only two months into the year and not much revenue has yet been recorded.

General Fund Expenditures

Account Name	
01-400 Admin	A huge portion of the PERS calc is somehow incorrectly going to Admin. Need to fix this. The outside contractors is higher than budgeted due to Sun Dog Media at \$8,500 and about \$3,750 to Caselle which needs to be reclassified to Accounting assistance.
01-401 Council	Nothing significant to note.
01-420 Elections	Nothing significant to note.
01-510 Public Safety	Nothing significant to note.
01-520 Fire	Nothing significant to note.
01-530 EMS	Nothing significant to note.
01-535 Clinic	Nothing significant to note.
01-600 Public Works	Nothing significant to note.
01-700 Property and Facilities	Nothing significant to note.
01-800 Parks and Rec	Somehow health and life insurance is being recorded here, when there are no salaries, so this will need to be moved.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	30,000.00	30,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	.00	3,500.00	3,500.00	.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4008 ELEC & TELE CO-OP TAX	.00	.00	3,800.00	3,800.00	.0
01-310-4200 SALES TAX	.00	812.85	660,000.00	549,187.35	.2
01-310-4201 PROPERTY TAX - REAL	.00 (200.00)	380,000.00	380,200.00 (.1)
01-310-4202 PROPERTY TAX - PERSONAL	.00 (30.24)	280,000.00	280,030.24	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	1,580.00	375,000.00	373,440.00	.4
TOTAL TAXES	.00	2,142.41	1,927,100.00	1,624,957.59	.1
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	250.00	650.00	3,500.00	2,850.00	18.6
01-320-4251 USER FEES & PERMITS	.00	70.00	250.00	180.00	28.0
01-320-4312 AMBULANCE FEES	.00	.00	10,000.00	10,000.00	.0
TOTAL LICENSES & PERMITS	250.00	720.00	13,750.00	13,030.00	5.2
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	.00	50,000.00	50,000.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	46,000.00	46,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	98,500.00	98,500.00	.0
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	6,320.33	16,157.49	150,000.00	133,842.51	10.8
01-345-4525 LAND USE RENT	104.00	304.00	15,000.00	14,696.00	2.0
TOTAL LEASES	6,424.33	16,461.49	165,000.00	148,538.51	10.0
<u>FINES & CITATIONS</u>					
01-350-4281 PSD FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0
TOTAL FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PGNT
<u>MISCELLANEOUS</u>					
01-360-4000 MISCELLANEOUS REVENUE	.00	461.78	5,000.00	4,538.22	9.2
01-360-4204 INTEREST & PENALTIES	.00	.00	3,000.00	3,000.00	.0
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4800 INTEREST ON BANK ACCOUNTS	.00	.00	16,000.00	15,000.00	.0
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	1,000.00	1,000.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	105,167.00	210,227.00	618,000.00	407,773.00	34.0
TOTAL MISCELLANEOUS	105,167.00	210,688.78	704,500.00	493,811.22	29.9
<u>TRANSFERS & OTHER</u>					
01-390-4900 TRANSFER IN FROM CVP FUND	.00	.00	195,000.00	195,000.00	.0
01-390-4903 TRANSFER FROM MUSEUM	.00	.00	(15,000.00)	(16,000.00)	.0
01-390-4994 TRANSFER IN FROM HARBOR	.00	.00	150,000.00	150,000.00	.0
01-390-4995 TRANSFER IN FROM WWS	.00	.00	50,000.00	50,000.00	.0
TOTAL TRANSFERS & OTHER	.00	.00	340,000.00	380,000.00	.0
TOTAL FUND REVENUE	111,641.38	230,012.68	2,992,650.00	2,762,837.32	7.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
ADMIN					
01-400-8000 SALARIES & WAGES	8,528.08	42,422.88	245,000.00	202,577.11	17.3
01-400-8030 FICA TAXES	124.43	1,088.83	8,000.00	4,901.17	18.3
01-400-8040 WORKER'S COMP.	.00	.00	2,600.00	2,600.00	.0
01-400-8050 ESG TAXES	85.28	424.27	5,000.00	4,575.73	8.5
01-400-8080 HEALTH & LIFE INSURANCE	.00	9,788.39	40,000.00	30,210.61	24.5
01-400-8070 PERS RETIREMENT	27,735.48	85,381.35	56,000.00	(30,381.35)	155.3
01-400-8205 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
01-400-8210 B.T.I. CONDO FEES	1,724.70	3,127.42	15,000.00	11,872.58	20.9
01-400-8212 CONDO MAINTENANCE	.00	.00	6,000.00	5,000.00	.0
01-400-8220 BANK SERVICES CHARGES	.00	.00	5,000.00	5,000.00	.0
01-400-8240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-8280 DUES & SUBSCRIPTIONS	150.00	335.00	1,800.00	1,485.00	18.8
01-400-8410 INSURANCE - LIABILITY	.00	.00	3,000.00	3,000.00	.0
01-400-8440 INSURANCE - PROPERTY	.00	.00	3,000.00	3,000.00	.0
01-400-8541 PENALTIES & FEES	.00	1,823.88	350.00	(1,473.88)	521.1
01-400-8565 OUTSIDE CONTRACTORS	825.00	18,030.18	20,000.00	1,969.82	90.2
01-400-8670 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	250.00	250.00	.0
01-400-8680 POSTAGE	385.87	2,392.48	5,000.00	2,607.52	47.8
01-400-8800 PROF. FEES - AUDIT	.00	.00	40,000.00	40,000.00	.0
01-400-8810 PROF. FEES - ACCOUNTING	18,381.75	38,451.88	150,000.00	111,548.02	24.3
01-400-8820 PROF. FEES - APPRAISAL	.00	2,000.00	10,000.00	8,000.00	20.0
01-400-8825 PROF. FEES - FINANCIAL SOFTWARE	.00	.00	30,000.00	30,000.00	.0
01-400-8835 PROF. FEES - COMPUTER SUPPORT	.00	2,042.88	16,000.00	12,957.02	13.8
01-400-8838 PROF. FEES - WEB SITE SUPPORT	.00	45.49	20,000.00	19,954.51	.2
01-400-8850 PROF. FEES - LEGAL	.00	3,187.00	150,000.00	146,813.00	2.1
01-400-8670 REIMBURSEMENT	41.50	4,248.61	.00	(4,248.61)	.0
01-400-8675 COMPREHENSIVE PLAN	.00	.00	30,000.00	30,000.00	.0
01-400-8700 PUBLICATIONS & SUBSCRIPTIONS	.00	690.70	.00	(690.70)	.0
01-400-8770 TRAVEL, TRAINING & DEV.	185.47	8,207.24	15,000.00	6,792.76	41.4
01-400-7100 REPAIRS - BUILDING	.00	38.50	.00	(38.50)	.0
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	3,500.00	3,500.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	500.00	500.00	.0
01-400-8550 SUPPLIES - OFFICE	47.47	(1,133.16)	7,500.00	8,633.16	(15.1)
01-400-9030 UTILITIES - INTERNET	4,084.83	8,482.38	20,000.00	11,517.62	42.3
01-400-9070 UTILITIES - TELEPHONE	384.87	819.04	7,000.00	6,180.96	11.7
01-400-9100 MISCELLANEOUS EXPENSES	.00	1,070.78	2,000.00	929.22	53.5
01-400-9300 PROJECT DEVELOPMENT	.00	.00	40,000.00	40,000.00	.0
01-400-9500 LOBBYIST FEES	9,000.00	14,600.00	.00	(14,600.00)	.0
01-400-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
01-400-9630 CAPITAL OUTLAY-COMPUTER EQUIP	.00	.00	1,000.00	1,000.00	.0
TOTAL ADMIN	69,684.64	243,485.18	888,400.00	722,834.81	25.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-8240 CITY COUNCIL-COMMUNITY SUPPORT	.00	1,500.00	3,000.00	1,500.00	50.0
01-401-8241 MUSEUM SUPPORT	.00	.00	15,000.00	15,000.00	.0
01-401-8280 DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
01-401-8325 FIREWORKS	.00	.00	12,500.00	12,500.00	.0
01-401-8710 PUBLIC RELATIONS	.00	.00	500.00	500.00	.0
01-401-8770 TRAVEL, TRAINING & DEV.	184.85	981.85	10,000.00	9,018.15	9.8
01-401-8550 SUPPLIES - OFFICE	.00	.00	800.00	800.00	.0
01-401-8070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-8500 LOBBYIST FEES	.00	9,250.00	108,000.00	98,750.00	8.8
TOTAL COUNCIL	184.85	11,731.85	151,200.00	138,488.15	7.8
<u>ELECTIONS</u>					
01-420-8100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-8205 ADVERTISING	.00	.00	600.00	600.00	.0
TOTAL ELECTIONS	.00	.00	1,800.00	1,800.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PUBLIC SAFETY					
01-510-6000 SALARIES & WAGES	34,364.66	174,122.41	450,000.00	275,877.59	38.7
01-510-6030 FICA TAXES	1,361.35	8,607.96	12,000.00	5,382.02	55.1
01-510-6040 WORKER'S COMP.	.00	.00	25,000.00	25,000.00	.0
01-510-6050 ESC TAXES	343.64	1,743.63	7,500.00	5,756.37	23.3
01-510-6060 HEALTH & LIFE INSURANCE	.00	8,448.53	75,000.00	66,550.47	11.3
01-510-6070 PERS RETIREMENT	2,905.69	15,041.36	75,000.00	59,958.64	20.1
01-510-6091 UNIFORM ALLOWANCE	.00	240.00	8,000.00	5,760.00	4.0
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6206 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	301.30	830.46	2,500.00	1,668.54	25.2
01-510-6260 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
01-510-6410 INSURANCE - LIABILITY	.00	.00	7,500.00	7,500.00	.0
01-510-6420 INSURANCE - AUTO	.00	.00	15,000.00	15,000.00	.0
01-510-6440 INSURANCE - PROPERTY	.00	.00	5,000.00	5,000.00	.0
01-510-6490 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	.00	2,481.16	200.00	2,281.16	1245.6
01-510-6565 OUTSIDE CONTRACTORS	.00	2,540.34	28,000.00	25,459.66	9.1
01-510-6570 PHYSICAL EXAMS	.00	1,248.00	6,000.00	3,752.00	25.0
01-510-6580 POSTAGE	15.00	15.00	400.00	385.00	3.8
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	245.35	2,000.00	1,754.65	12.3
01-510-6735 EQUIPMENT PURCHASE	.00	7,678.11	14,000.00	6,321.89	54.6
01-510-6781 TRAINING - EMS SUPVSG MD	.00	2,000.00	10,000.00	8,000.00	20.0
01-510-6770 TRAVEL, TRAINING & DEV.	.00	25.50	18,000.00	15,974.50	.2
01-510-7100 BUILDING MAINT.	.00	.00	1,500.00	1,500.00	.0
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	4,687.62	4,687.62	.00	4,687.62	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	.00	989.18	6,000.00	4,010.82	18.8
01-510-7400 REPAIRS - VEHICLES	.00	.00	30,000.00	30,000.00	.0
01-510-7750 GAS & OIL - VEHICLES	2,600.00	5,812.57	32,000.00	26,187.43	19.3
01-510-8020 SUPPLIES - AMMUNITION	.00	.00	5,000.00	5,000.00	.0
01-510-8100 SUPPLIES - COMPUTERS	.00	32.16	1,500.00	1,467.82	2.2
01-510-8150 SUPPLIES - CONSUMABLE	.00	3,259.62	6,000.00	1,740.18	65.2
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8660 SUPPLIES - OFFICE	57.06	520.45	4,000.00	3,479.55	13.0
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	.00	4,800.00	4,800.00	.0
01-510-8850 SUPPLIES - UNIFORMS	328.70	1,382.19	22,000.00	20,617.81	6.3
01-510-9000 UTILITIES - INTERNET	551.33	1,406.96	21,000.00	19,593.04	6.7
01-510-9010 UTILITIES - ELECTRICITY	.00	854.83	3,200.00	2,345.17	26.7
01-510-9040 UTILITIES - HEATING FUELS	.00	1,520.48	6,400.00	4,879.54	23.8
01-510-9070 UTILITIES - TELEPHONE	374.51	1,030.93	18,000.00	16,969.07	5.7
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	7,497.00	58,321.42	95,000.00	36,678.68	69.3
TOTAL PUBLIC SAFETY	55,285.80	300,985.26	1,031,950.00	730,954.74	29.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>					
01-520-6081 UNIFORM ALLOWANCE	.00	.00	100.00	100.00	.0
01-520-6100 VOLUNTEER SUPPORT	.00	.00	160.00	150.00	.0
01-520-6420 INSURANCE - AUTO	.00	.00	2,000.00	2,000.00	.0
01-520-6540 LICENSES & PERMITS	.00	.00	30.00	30.00	.0
01-520-6735 EQUIPMENT PURCHASE	.00	.00	3,500.00	3,500.00	.0
01-520-6770 TRAVEL, TRAINING & DEV.	.00	.00	200.00	200.00	.0
01-520-7100 REPAIRS - BUILDING	.00	.00	200.00	200.00	.0
01-520-7350 REPAIRS - EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
01-520-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-520-7750 GAS & OIL - VEHICLES	.00	(260.61)	2,000.00	2,260.61	(13.0)
01-520-8550 SUPPLIES - OFFICE	.00	.00	150.00	150.00	.0
01-520-8850 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
01-520-9000 UTILITIES - INTERNET	551.33	1,406.97	.00	(1,406.97)	.0
01-520-9010 UTILITIES - ELECTRICITY	.00	1,140.17	.00	(1,140.17)	.0
01-520-9040 UTILITIES - HEATING FUELS	.00	972.66	.00	(972.66)	.0
TOTAL FIRE	551.33	3,259.19	13,830.00	19,570.81	23.6

<u>EMS</u>					
01-530-6000 SALARIES & WAGES	.00	.00	160,000.00	150,000.00	.0
01-530-6030 FICA TAXES	.00	.00	4,000.00	4,000.00	.0
01-530-6040 WORKER'S COMP.	.00	.00	20,000.00	20,000.00	.0
01-530-6050 ESC TAXES	.00	.00	1,500.00	1,500.00	.0
01-530-6060 HEALTH & LIFE INSURANCE	.00	.00	14,000.00	14,000.00	.0
01-530-6070 PERS RETIREMENT	.00	.00	23,000.00	23,000.00	.0
01-530-6081 UNIFORM ALLOWANCE	278.95	278.95	120.00	(158.95)	232.5
01-530-6100 EMS VOLUNTEER SUPPORT	.00	.00	100.00	100.00	.0
01-530-6410 INSURANCE - LIABILITY	.00	.00	6,000.00	5,000.00	.0
01-530-6420 INSURANCE - AUTO	.00	.00	4,000.00	4,000.00	.0
01-530-6540 LICENSES & PERMITS	.00	.00	20.00	20.00	.0
01-530-6580 EMS-POSTAGE	.00	.00	20.00	20.00	.0
01-530-6735 EQUIPMENT PURCHASE	.00	.00	1,000.00	1,000.00	.0
01-530-6761 TRAINING - EMS SUPVSG MD	.00	.00	10,000.00	10,000.00	.0
01-530-6770 TRAVEL, TRAINING & DEV.	.00	417.00	2,000.00	1,583.00	20.9
01-530-7150 COMMUNICATION EQUIPM	.00	.00	500.00	500.00	.0
01-530-7350 REPAIRS - EQUIPMENT	.00	.00	250.00	250.00	.0
01-530-7400 REPAIRS - VEHICLES	.00	.00	20,000.00	20,000.00	.0
01-530-7750 GAS & OIL - VEHICLES	.00	.00	2,000.00	2,000.00	.0
01-530-8150 SUPPLIES - CONSUMABLE	.00	.00	3,500.00	3,500.00	.0
01-530-8350 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-530-8650 SUPPLIES AND DRUGS BILLABLE	.00	.00	3,000.00	3,000.00	.0
01-530-8850 SUPPLIES - UNIFORMS	.00	448.30	.00	(448.30)	.0
01-530-9000 UTILITIES - INTERNET	551.33	1,100.81	.00	(1,100.81)	.0
01-530-9010 UTILITIES - ELECTRICITY	.00	1,140.17	.00	(1,140.17)	.0
01-530-9040 UTILITIES - HEATING FUEL	.00	972.66	.00	(972.66)	.0
TOTAL EMS	830.28	4,357.89	264,510.00	260,152.11	1.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CLINIC					
01-535-6210 B.T.I. CONDO FEE	1,808.14	3,682.19	11,000.00	7,317.81	33.5
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
01-535-8100 MISCELLANEOUS EXP	.00	.00	8,000.00	8,000.00	.0
TOTAL CLINIC	1,808.14	3,682.19	22,000.00	18,317.81	18.7
PUBLIC WORKS					
01-600-6000 SALARIES & WAGES	8,620.16	38,190.00	185,000.00	146,810.00	19.6
01-600-6030 FICA TAXES	108.08	758.40	3,500.00	2,740.60	21.7
01-600-6040 WORKER'S COMP.	.00	.00	8,500.00	8,500.00	.0
01-600-6060 ESC TAXES	68.21	361.98	3,500.00	3,138.04	10.8
01-600-6080 HEALTH & LIFE INSURANCE	.00	5,737.04	40,000.00	34,262.96	14.3
01-600-6070 PERS RETIREMENT	1,410.05	7,128.41	35,000.00	27,870.59	20.4
01-600-6410 INSURANCE - LIABILITY	.00	.00	3,000.00	3,000.00	.0
01-600-6420 INSURANCE - AUTO	.00	.00	2,000.00	2,000.00	.0
01-600-6430 INSURANCE EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
01-600-6440 INSURANCE - PROPERTY	.00	.00	3,000.00	3,000.00	.0
01-600-6490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-6670 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
01-600-6740 SMALL TOOLS	.00	79.97	1,500.00	1,420.03	5.8
01-600-6770 TRAVEL, TRAINING & DEV.	.00	79.00	2,000.00	1,921.00	4.0
01-600-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-600-7210 REPAIRS - ROADS	.00	.00	15,000.00	15,000.00	.0
01-600-7350 REPAIRS - EQUIPMENT	258.68	1,987.66	15,000.00	13,012.34	13.3
01-600-7750 GAS & OIL - VEHICLES	3,247.28	3,534.68	12,000.00	8,465.34	29.5
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-600-8985 SUPPLIES & MATERIALS	.00	543.79	15,000.00	14,456.21	3.6
01-600-9000 UTILITIES - INTERNET	661.33	1,408.97	8,000.00	6,591.03	23.5
01-600-9010 UTILITIES - ELECTRICITY	.00	5,693.65	30,000.00	24,306.35	18.7
01-600-9040 UTILITIES - HEATING FUEL	.00	8,753.92	25,000.00	16,246.08	35.0
01-600-9070 UTILITIES - TELEPHONE	54.68	152.54	2,500.00	2,347.46	8.1
01-600-9085 UTILITIES - WATER/SEWER	.00	.00	1,000.00	1,000.00	.0
01-600-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	30,000.00	30,000.00	.0
TOTAL PUBLIC WORKS	12,315.25	72,309.97	485,750.00	393,440.03	15.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCT
<u>PROPERTY & FACILITIES</u>					
01-700-8210 B.T.I. CONDO FEES	814.86	2,293.36	5,000.00	2,706.64	45.9
01-700-8215 CONDO MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-700-7100 REPAIRS - BUILDINGS	.00	3,126.00	1,000.00	(2,125.00)	312.6
01-700-8000 UTILITIES - INTERNET SERVICE	651.33	1,406.97	1,000.00	(406.97)	140.7
TOTAL PROPERTY & FACILITIES	1,466.21	6,826.33	8,000.00	1,174.67	85.3
<u>PARKS AND RECREATION</u>					
01-800-7340 PROFESSIONAL SERVICES	.00	.00	12,000.00	12,000.00	.0
01-800-7350 REPAIRS EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-800-8950 SUPPLIES AND MATERIALS	.00	.00	8,000.00	8,000.00	.0
TOTAL PARKS AND RECREATION	.00	.00	22,000.00	22,000.00	.0
TOTAL FUND EXPENDITURES	142,106.50	646,826.87	2,947,440.00	2,300,613.13	21.9
NET REVENUE OVER EXPENDITURES	(30,285.17)	(416,614.19)	45,410.00	462,024.19	(917.5)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300 WATER SERVICE CHARGES	4,280.89	14,078.19	250,000.00	235,821.81	5.6
50-340-4350 WASTE WATER SERVICE CHARGES	4,438.19	12,512.65	100,000.00	87,487.35	12.5
50-340-4500 ENTERPRISE PERMIT FEES	.00	.00	100.00	100.00	.0
TOTAL CHARGES FOR SERVICES	8,729.18	26,590.84	350,100.00	323,509.16	7.6
<u>MISCELLANEOUS</u>					
50-380-4901 INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-380-4910 MISCELLANEOUS INCOME	.00	85.25	.00	85.25	.0
TOTAL MISCELLANEOUS	.00	85.25	4,000.00	3,914.75	2.1
TOTAL FUND REVENUE	8,729.18	26,676.09	354,100.00	327,423.91	7.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER & WASTE WATER OPERATING					
50-800-8000 SALARIES & WAGES	2,581.85	13,982.57	75,000.00	61,117.43	18.5
50-800-8030 FICA TAXES	41.08	278.41	1,450.00	1,171.59	19.2
50-800-8040 WORKER'S COMP.	.00	.00	1,000.00	1,000.00	.0
50-800-8050 ESC TAXES	25.61	138.79	1,000.00	861.21	13.9
50-800-8060 HEALTH & LIFE INSURANCE	.00	1,991.29	15,000.00	13,008.71	13.3
50-800-8070 PERS RETIREMENT	474.80	2,409.98	20,000.00	17,590.02	12.1
50-800-8410 INSURANCE - LIABILITY	.00	.00	1,500.00	1,500.00	.0
50-800-8420 INSURANCE - AUTO	.00	.00	1,000.00	1,000.00	.0
50-800-8430 INSURANCE - EQUIP	.00	.00	200.00	200.00	.0
50-800-8440 INSURANCE - PROPERTY	.00	.00	3,500.00	3,500.00	.0
50-800-8540 LICENSES & PERMITS	.00	805.00	1,000.00	195.00	80.5
50-800-8585 OUTSIDE CONTRACTORS	.00	.00	1,000.00	1,000.00	.0
50-800-8580 POSTAGE	.00	.00	250.00	250.00	.0
50-800-8740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
50-800-8750 TESTING WATER/SEWER	.00	.00	7,000.00	7,000.00	.0
50-800-8770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	.00	337.84	3,000.00	2,662.36	11.3
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8695 SUPPLIES & MATERIALS	.00	.00	2,000.00	2,000.00	.0
50-800-9000 UTILITIES - INTERNET	551.38	1,100.82	1,500.00	389.18	73.4
50-800-9010 UTILITIES - ELECTRICITY	.00	25,011.38	20,000.00	(5,011.38)	126.1
50-800-9040 UTILITIES - HEATING FUEL	.00	3,837.87	10,000.00	6,162.33	38.4
50-800-9070 UTILITIES - TELEPHONE	.00	28.38	500.00	473.62	5.3
50-800-9580 CAPITAL OUTLAY - WWW	.00	.00	50,000.00	50,000.00	.0
50-800-9900 TRANSFER OUT TO GF	.00	.00	50,000.00	50,000.00	.0
TOTAL WATER & WASTE WATER OPERATING	3,654.87	49,819.93	287,400.00	237,580.07	17.3
TOTAL FUND EXPENDITURES	3,654.87	49,819.93	287,400.00	237,580.07	17.3
NET REVENUE OVER EXPENDITURES	6,074.51	(23,143.84)	88,700.00	88,843.84	(34.7)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4401 MOORAGE - PREFERENTIAL	.00	.00	555,000.00	555,000.00	.0
51-340-4402 MOORAGE - TRANSIENT	.00	.00	400,000.00	400,000.00	.0
51-340-4403 BOAT LIFT FEES	.00	.00	15,000.00	15,000.00	.0
51-340-4404 UTILITY FEES	.00	.00	80,000.00	80,000.00	.0
51-340-4406 WHARFAGE FEES	.00	.00	10,000.00	10,000.00	.0
51-340-4407 VESSEL TOW FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4408 USED OIL COLLECTION FEE	.00	.00	1,200.00	1,200.00	.0
51-340-4409 WAITING LIST FEES	.00	.00	17,000.00	17,000.00	.0
51-340-4410 PUMP OUT FEES	.00	.00	1,000.00	1,000.00	.0
51-340-4411 LAUNCH FEES	.00	.00	115,000.00	115,000.00	.0
51-340-4412 SHOWERS	.00	.00	750.00	750.00	.0
51-340-4413 GRID	.00	.00	1,000.00	1,000.00	.0
51-340-4414 VESSEL MAINTENANCE	.00	.00	500.00	500.00	.0
51-340-4415 DRY STORAGE FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4418 PARKING - ANNUAL	.00	.00	50,000.00	50,000.00	.0
51-340-4426 PARKING DAILY	.00	.00	100,000.00	100,000.00	.0
51-340-4445 MISC. SERVICES	.00	.00	1,000.00	1,000.00	.0
TOTAL CHARGES FOR SERVICES	.00	.00	1,313,450.00	1,313,450.00	.0
<u>SOURCE 341</u>					
51-341-4402 MOORAGE - TRANSIENT	.00	.00	(12,000.00)	(12,000.00)	.0
51-341-4404 UTILITY FEES	.00	.00	(30,000.00)	(30,000.00)	.0
51-341-4408 WHARFAGE FEES - INCL HOIST	.00	.00	(450,000.00)	(450,000.00)	.0
51-341-4408 USED OIL COLLECTION FEE	.00	.00	(500.00)	(500.00)	.0
51-341-4418 PARKING - ANNUAL	.00	.00	(650.00)	(650.00)	.0
TOTAL SOURCE 341	.00	.00	(493,150.00)	(493,150.00)	.0
<u>LEASES INCOME</u>					
51-345-4612 LEASE - ARRC NET OF RR SHARE	9,229.62	27,668.86	100,000.00	72,311.14	27.7
TOTAL LEASES INCOME	9,229.62	27,668.86	100,000.00	72,311.14	27.7
<u>OTHER REVENUE</u>					
51-380-4417 FUEL FLOAT INCOME	.00	1,375.79	35,000.00	33,624.21	3.9
51-380-4430 CAMPING	.00	.00	11,000.00	11,000.00	.0
TOTAL OTHER REVENUE	.00	1,375.79	46,000.00	44,624.21	3.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS AND OTHER</u>					
51-390-4991 TRANSFER FROM CVPT FUND	.00	30,760.00	(75,000.00)	(106,750.00)	41.0
TOTAL TRANSFERS AND OTHER	.00	30,760.00	(75,000.00)	(106,750.00)	41.0
 TOTAL FUND REVENUE	 9,229.62	 59,814.66	 891,300.00	 831,495.35	 6.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCTNT
HARBOR OPERATIONS EXP					
51-800-8000 SALARIES & WAGES	13,523.29	88,757.78	300,000.00	231,242.22	22.8
51-800-8030 FICA TAXES	339.14	1,710.31	10,000.00	8,289.69	17.1
51-800-8040 WORKER'S COMP.	.00	.00	8,000.00	9,000.00	.0
51-800-8050 ESC TAXES	135.22	887.51	7,500.00	6,612.49	9.2
51-800-8080 HEALTH & LIFE INSURANCE	.00	8,480.88	60,000.00	51,539.14	14.1
51-800-8070 PERS RETIREMENT	1,963.75	10,091.87	60,000.00	49,908.13	16.8
51-800-8205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-8215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-8220 BANK SERVICE CHARGES	.00	.00	20,000.00	20,000.00	.0
51-800-8265 BOND INTEREST EXPENSE	.00	.00	80,000.00	80,000.00	.0
51-800-8280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-8410 INSURANCE - LIABILITY	.00	.00	10,000.00	10,000.00	.0
51-800-8420 INSURANCE - AUTO	.00	.00	2,500.00	2,500.00	.0
51-800-8430 INSURANCE EQUIPMENT	.00	.00	500.00	500.00	.0
51-800-8440 INSURANCE - PROPERTY	.00	.00	20,000.00	20,000.00	.0
51-800-8490 INSURANCE CLAIMS-DEDU	.00	.00	6,000.00	5,000.00	.0
51-800-8640 ENTERPRISE-LICENSES & PERMITS	.00	.00	250.00	250.00	.0
51-800-8565 OUTSIDE CONTRACTORS	1,807.00	2,397.00	25,000.00	22,603.00	8.8
51-800-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-8580 POSTAGE	.00	.00	2,500.00	2,500.00	.0
51-800-8635 PROF. FEES - COMPUTER SUPPORT	.00	1,258.84	5,000.00	3,741.16	25.2
51-800-8838 PROF FEES - WEB SITE	.00	.00	2,500.00	2,500.00	.0
51-800-8860 PROF. FEES - LEGAL	.00	.00	5,000.00	5,000.00	.0
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	100.00	100.00	.0
51-800-6740 SMALL TOOLS	.00	.00	1,500.00	1,500.00	.0
51-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
51-800-6780 WASTE DISPOSAL - EVOS	.00	.00	3,000.00	3,000.00	.0
51-800-7100 REPAIRS - BUILDINGS	.00	.00	2,500.00	2,500.00	.0
51-800-7350 REPAIRS - EQUIPMENT	.00	121.87	12,000.00	11,878.03	1.0
51-800-7400 REPAIRS - VEHICLES	.00	804.96	7,500.00	6,695.04	10.7
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-800-7810 REPAIRS - UTILITIES	.00	.00	1,000.00	1,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	.00	514.81	6,000.00	5,485.19	8.8
51-800-7820 REPAIRS - DOCKS	.00	.00	8,000.00	8,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	6,008.00	8,015.88	10,000.00	1,984.12	80.2
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
51-800-8550 SUPPLIES - OFFICE	.00	.00	7,500.00	7,500.00	.0
51-800-8750 SUPPLIES - PRINTING	.00	.50	.00	.50	.0
51-800-8800 SUPPLIES - RESALE ITEMS	.00	2,638.00	.00	2,638.00	.0
51-800-8970 SUPPLIES - SAFETY	.00	.00	4,000.00	4,000.00	.0
51-800-9000 UTILITIES - INTERNET	551.28	1,713.08	7,000.00	5,286.92	24.5
51-800-9010 UTILITIES - ELECTRICITY	.00	.00	60,000.00	60,000.00	.0
51-800-9040 UTILITIES - HEATING FUEL	.00	857.00	4,600.00	3,743.00	21.3
51-800-9050 UTILITIES - SOLID WASTE	4,762.22	7,260.18	100,000.00	92,739.84	7.3
51-800-9070 UTILITIES - TELEPHONE	182.74	408.42	6,000.00	5,591.58	8.8
51-800-9085 UTILITIES - WATER/WASTEWATER	183.68	621.11	25,000.00	24,378.89	2.5
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	17,000.00	17,000.00	.0
51-800-9530 CAPITAL OUTLAY-OFFICE EQUIP	.00	.00	2,000.00	2,000.00	.0
51-800-9900 TRANSFER OUT TO GF	.00	.00	150,000.00	150,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL HARBOR OPERATIONS EXP	29,456.32	116,412.08	1,117,200.00	1,000,781.94	10.4
<u>DEPARTMENT 801</u>					
51-801-8030 FICA/MEDICARE	.00	.00	2,500.00	2,500.00	.0
51-801-8040 WORKER'S COMP.	.00	.00	3,000.00	3,000.00	.0
51-801-8050 ESC TAXES	.00	.00	1,000.00	1,000.00	.0
51-801-8060 HEALTH & LIFE INSURANCE	.00	.00	20,000.00	20,000.00	.0
51-801-8070 PERS RETIREMENT	.00	.00	12,000.00	12,000.00	.0
51-801-8410 INSURANCE - LIABILITY	.00	.00	2,000.00	2,000.00	.0
51-801-8440 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
51-801-8565 OUTSIDE CONTRACTORS	.00	.00	30,000.00	30,000.00	.0
51-801-8730 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
51-801-8740 SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
51-801-8780 WASTE DISPOSAL - EVOS	.00	.00	3,000.00	3,000.00	.0
51-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
51-801-8150 SUPPLIES - CONSUMABLE	.00	.00	5,000.00	5,000.00	.0
51-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,500.00	1,500.00	.0
51-801-8860 SUPPLIES - UNIFORMS	.00	.00	400.00	400.00	.0
51-801-8970 SUPPLIES - SAFETY	.00	.00	500.00	600.00	.0
51-801-9010 UTILITIES - ELECTRICITY	.00	.00	3,000.00	3,000.00	.0
51-801-9060 UTILITIES - SOLID WASTE	.00	.00	1,500.00	1,500.00	.0
51-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	30,000.00	30,000.00	.0
51-801-9213 HARBOR EMERGENCY REPAIR	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 801	.00	.00	132,400.00	132,400.00	.0
<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-9575 BOND PRINCIPAL REDUCTION	.00	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	60,000.00	60,000.00	.0
TOTAL FUND EXPENDITURES	29,456.32	116,412.08	1,309,600.00	1,193,181.94	8.9
NET REVENUE OVER EXPENDITURES	{ 20,226.70 }	{ 56,803.41 }	{ 416,300.00 }	{ 381,696.59 }	{ 13.6 }



CITY OF WHITTIER HARBOR

P.O. Box 639 Whittier, Alaska 99693
907-472-2327, ext 6; Fax 907-472-2472
E-Mail: harbormaster@whittieralaska.gov

April 3, 2019

From: Harbormaster
To: City Manager

Subj: Monthly Harbor Report

Administration:

- 1st of the year Billing and maintaining records for DeLong Dock, and Harbor operations and usage
- Meeting with contractor an awaiting their cost estimate for DeLong Dock repairs.
- Working on getting the RBS Safe Boat from Valdez to Whittier
- Working on assignments for the DeLong Dock

Harbor:

- Day to day operational support of boat harbor
- Preparing for April 15th Shrimp season
- Removal of old boat house in preparation for new boat house.

Meetings attended:

Chamber of Commerce meeting
City Council special meeting

Copy to:
File



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**PORT & HARBOR COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 4, 2018
Council Chambers, Public Safety Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Greg Clifford called the meeting to order at 6:00

2. ROLL CALL

Greg Clifford, Ed Hedges, Arnie Arneson, Brad VonWichman, Dave Goldstein, and Mark Mitchell.

MOTION: Ed Hedges made a motion to excuse Ron Graham from tonight's meeting.

SECOND: Brad VonWichman

DISCUSSION: None

VOTE: Motion passed unanimously

3. ADMINISTRATION PRESENT

Kyle Sinclair, Harbormaster

Jim Hunt, Interim City Manager

Naelene Matsumiya, City Clerk

PUBLIC PRESENT

Mike Bender, Monty Irvin, Todd Perez, Charlene Arneson and Dave Dickason

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Arnie Arneson made a motion to approve the October 4, 2018 Regular Meeting as amended: Amend New Business item D, City Comprehensive Plan to Head of the Bay

SECOND: Dave Goldstein

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF MINUTES

MOTION: Arnie Arneson made a motion to approve the Regular Meeting Minutes of July 23, 2018.

SECOND: Mark Mitchell

DISCUSSION: None

VOTE: Motion passed unanimously

6. CORRESPONDENCE

None

7. NON-ACTION BUSINESS

None

8. NEW BUSINESS

A. Harbor Budget

Commission reviewed the budget included in the packet. Discussed items such as, employee revenue and wages, bank service charge, insurance liability, outside contractors, supplies consumables and more. Jim Hunt spoke about the upcoming 2019 proposed budget. The Commission discussed further.

B. Policies and Procedures

item to be kept on the agenda.

C. Discussion: City Grant Writer

The Commission discussed briefly the benefits of a grant writer for the City. Kyle Sinclair stated that the decision is the City Manager's with the Commission's advisement.

D. Head of The Bay

Kyle Sinclair stated that he had met with the Army Corps of Engineers with the Interim City Manager and the Mayor and is hoping to clear up any convoluted language. Dave Goldstein stated his concerns about the plan and shared some information with the Commission. The Commission discussed at length the possibility of a harbor at the head of the bay with Jim Hunt.

E. Harbor Clients Questionnaire

Greg Clifford stated that a questionnaire for those who come into Whittier's Harbor regularly will be a great way to spread the word and will attract more people to visit Whittier. The Commission agreed.

9. MISCELLANEOUS BUSINESS

Kyle spoke about the purchasing of a sweeper.

10. COMMISSION COMMENTS

Greg stated that he will be participating the Oil Spill exercise in Valdez. He also extended his congratulations to Monty Irvin who was re-elected for Council. The Commission discussed other topics such as the website and the harbor budget.

11. CITIZENS COMMENTS

Monty Irvin inquired about the Harbor Phase III construction and recommended some ideas to save money. Mike Bender thanked Greg Clifford for stepping up for the Oil Spill exercise and for representing Whittier in doing so. He also spoke about safety in the harbor and noise in the harbor.

12. NEXT MEETING AGENDA ITEMS

Items are undetermined at this point.

13. NEXT MEETING ATTENDANCE PLANS

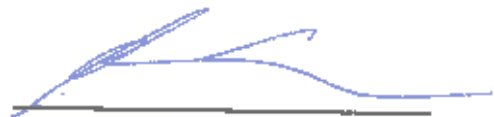
Item is undetermined at this point

14. ADJOURNMENT:

Meeting was adjourned at 7:31 pm.

ATTEST:



Naelene Matsunaga
City Clerk

Greg Clifford
Commission Chairperson



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472 2327 • Fax (907) 472-2404

**PORT & HARBOR COMMISSION
SPECIAL MEETING
THURSDAY, MARCH 28, 2019
Council Chambers, Public Safety Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Greg Clifford called the meeting to order at 6:00

2. ROLL CALL

Greg Clifford, Ed Hedges, Dave Goldstein, and Mark Mitchell.

MOTION: Ed Hedges made a motion to excuse Ron Graham, Arnie Arneson and Brad VonWichman from tonight's meeting.

SECOND: Greg Clifford

DISCUSSION: None

VOTE: Motion passed unanimously

3. ADMINISTRATION PRESENT

Kyle Sinclair, Harbormaster

Jim Hunt, Interim City Manager

Naelene Matsumiya, City Clerk

PUBLIC PRESENT

Katie Velasco

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dave Goldstein made a motion to approve the March 28, 2019 Special Meeting Agenda

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF MINUTES

MOTION: Ed Hedges made a motion to approve the Regular Meeting Minutes of October 4, 2018.

SECOND: Mark Mitchell

DISCUSSION: Commission asked questions of the budget. Kyle clarified.

VOTE: Motion passed unanimously

6. NON-ACTION BUSINESS

A. Harbor Clients Questionnaire

David Goldstein asked of the status of the questionnaire. He said that if it is still in formulation, the Commission could submit questions to the Harbormaster for it. Commission agreed and called to strike the item from future Port and Harbor Commission Agendas.

7. NEW BUSINESS

A. Harbor Budget

The Commission asked about the budget and stated their concerns on certain items. Jim Hunt and Kyle Sinclair both responded that the budget is still looking to be trued up in the next couple of months. Jim Hunt recommended that their concerns be addressed before Council. Dave Goldstein commented that it is the Commission and Council's job to monitor the budget. He detailed previous budgets and stated that he hopes whatever happened in the past, was not to happen again.

Commission discussed further.

B. Policies and Procedures

The Commission reviewed the Policies and Procedures draft that was included in the Packet. Jim Hunt asked the Commission to consider the idea of a Deputy Harbormaster. The Commission asked that the item: Deputy Harbormaster be put on the agenda for the next meeting. Mark Mitchell indicated that if the Harbormaster is looking to hire a deputy, an Organizational Chart be presented to the Commission for review.

Dave Goldstein asked if the Policy and Procedures have been approved. Kyle replied that it had not. Dave suggested to finalize the Policies and Procedures.

C. Harbormaster Update on Winter Work/Summer Plans

Kyle reported on the repairs happening on the DeLong Dock and in the Harbor. He summarized the work that has been done over the winter and said that there were no new plans for the summer as of yet. He went on to say that he is working on current issues. The Commission discussed the following:

State Budget

Fishery Tax

Rail on C&G

Stray electricals in the harbor

D. Safeboat Policy and Procedure Update and Plans

Kyle prefaced the topic by stating his efforts with Robert Baty had paid off and that the City now owns the safeboat. He directed the Commission to their packet where a current safeboat Policy and Procedure from another city allowed for a template for the Commission. He asked the Commission to adjust the language so that it reflects Whittier. The Commission discussed the template further.

The topic of the budget was brought back up. Kyle reassured that there is still a true-up for the budget that was pending.

Commission discussed the boat show.

8. MISCELLANEOUS BUSINESS

None

10. COMMISSION COMMENTS

Greg reported that he has been to every Council meeting and was asked about the Fee Schedule from a Council Member. Greg stated that he would like to monitor the budget as it is what the Council and Commission should do. Greg also mentioned reverting the Commission hold regular meetings monthly. A resolution will come before the Commission.

The Commission discussed the antenna at the harbor and recommended the changing of stations from Valdez to Anchorage.

The Commission asked to have the Head of the Bay Project back on the agenda.

11. CITIZENS COMMENTS

None

12. NEXT MEETING AGENDA ITEMS

Resolution to revert back to monthly meetings.

13. NEXT MEETING ATTENDANCE PLANS


Item is undetermined at this point

14. ADJOURNMENT:

Meeting was adjourned at 7:44 pm.

ATTEST:


Naelene Matsumiya
City Clerk


Greg Clifford
Commission Chairperson

**CITY OF WHITTIER, ALASKA
PORT AND HARBOR COMMISSION
RESOLUTION #01-2019**

A RESOLUTION OF THE PORT AND HARBOR COMMISSION OF WHITTIER, ALASKA, RECOMMENDING TO THE WHITTIER CITY COUNCIL TO ALLOW THE PORT AND HARBOR COMMISSION TO HOLD MONTHLY MEETINGS OCCURRING ON THE FIRST FRIDAY OF EVERY MONTH AT 7:00 PM AND TO HOLD SPECIAL MEETINGS AT THE DISCRETION OF THE CHAIR PERSON OR BY A MAJORITY OF THE VOTING MEMBERS

WHEREAS, The City of Whittier is the municipal government of Whittier, Alaska; and

WHEREAS, the Port and Harbor Commission currently is required to meet on the first Thursdays of March, April, September, and October; and

WHEREAS, in the past, the Commission was required to meet on the first Thursday of every month; and

WHEREAS, the Port and Harbor Commission would like to revert from their current quarterly meeting schedule to monthly meetings; and

WHEREAS, the Port and Harbor Commission shall establish rules of procedure providing that there be regular meetings of the Commission. The Port and Harbor Commission shall hold monthly meetings. These meetings will be held on the first Friday of every month at 7:00 pm; and

WHEREAS, the Commission shall hold Special Meetings at the discretion of the chair person or by a majority of the voting members.

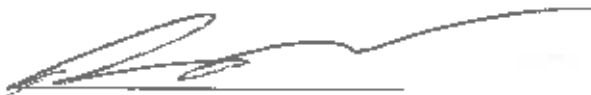
IT IS HEREBY RESOLVED BY THE PORT AND HARBOR COMMISSION BY THE CITY OF WHITTIER ALASKA, that the Port and Harbor Commission recommends to the Whittier City Council to allow the Port and Harbor Commission to hold monthly meetings occurring on the first Friday of every month at 7:00 pm; and to hold Special Meetings at the discretion of the chairperson or by a majority of the voting members.

PASSED AND APPROVED by a duly constituted quorum of the Whittier Port and Harbor Commission this 11 day of April, 2019

ATTEST



Naelene Matsumiya
City Clerk



Greg Clifford
Chair of the Commission

Ayes: 6
Nays: 0
Absent: 1
Abstain: 0



THE STATE
of **ALASKA**
GOVERNOR MICHAEL I. DUNLEAVY

Department of Commerce, Community,
and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0950

April 8, 2019

City of Whittier
Attn: Naelene Matsumiya
VIA Email: cityclerk@whittieralaska.gov

License Type:	Restaurant/Eating Place	License Number:	2502
Licensee:	Whittier Lodging, LLC		
Doing Business As:	Swiftwater Seafood Café		
Premises Address:	Lot 8 Triangle Lease Area		

- ☐ New Application
☐ Transfer of Location Application
- ☒ Transfer of Ownership Application
☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 – Transferor Information

Enter information for the *current* licensee and licensed establishment.

Licensee:	Varly's Whittier Delights, LLC	License #:	2502		
License Type:	Restaurant Eating Place	Statutory Reference:	04.11.100		
Doing Business As:	Swiftwater Seafood Cafe				
Premises Address:	Lot 8 Triangle Lease Area				
City:	Whittier	State:	Alaska	ZIP:	99693
Local Governing Body:	City Whittier				

Transfer Type:

- ☐ Regular transfer
- ☒ Transfer with security interest
- ☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:	4/2/19	Transaction #:	1030223
Board Meeting Date:	4/29/19	License Years:	18/19
Issue Date:		BRE:	CDE



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

Licensee:	Whittier Lodging, LLC			
Doing Business As:	Swiftwater Seafood Cafe			
Premises Address:	Lot 8 Triangle Lease Area			
City:	Whittier	State:	Alaska	ZIP: 99693
Community Council:	NOT APPLICABLE			

Mailing Address:	14414 Riverton Court			
City:	Anchorage	State:	Alaska	ZIP: 99516

Designated Licensee:	Sloane Unwin			
Contact Phone:	907-887-9871	Business Phone:	907-751-6800	
Contact Email:	sunwin@mcac-cpa.com			

Seasonal License? ☒ Yes ☐ No If "Yes", write your six-month operating period: 4/15 - 10/15

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	Sloane Unwin				
Title(s):	Member	Phone:	907-887-9871	% Owned:	50
Address:	14414 Riverton Court				
City:	Anchorage	State:	Alaska	ZIP:	99516



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Todd Perez				
Title(s):	Member	Phone:	907-422-7020	% Owned:	50
Address:	308 Beigich Towers, PO Box 773				
City:	Whittier	State:	Alaska	ZIP:	99693

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10079182	AK Formed Date:	2/28/2018	Home State:	Alaska
Registered Agent:	Sloane Unwin	Agent's Phone:	907-887-9871		
Agent's Mailing Address:	14414 Riverton Court				
City:	Anchorage	State:	Alaska	ZIP:	99516

Residency of Agent: Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?



If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Yes, Whittier Lodging, LLC also owns Beverage Dispensary Tourism License at Whittier Inn.

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?



If "Yes", disclose the name of the individual and the reason for this authorization:

The Law Offices of Emouf & Coffey, P.C. They are assisting with the transfer process.



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.


Signature of transferor

Margaret Varlamos

Printed name of transferor

Subscribed and sworn to before me this 10 day of JANUARY, 2019.

REBEKAH S. MILLER
Notary Public, State of Alaska
Commission # 171219004
My Commission Expires
December 19, 2021


Signature of Notary Public

Notary Public in and for the State of ALASKA

My commission expires: 12/19/21


Signature of transferor

Donald Varlamos

Printed name of transferor

Subscribed and sworn to before me this 10th day of JANUARY, 2019.

REBEKAH S. MILLER
Notary Public, State of Alaska
Commission # 171219004
My Commission Expires
December 19, 2021


Signature of Notary Public

Notary Public in and for the State of ALASKA

My commission expires: 12/19/21



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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

SHU

I certify that all proposed licensees have been listed with the Division of Corporations.

SHU

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

SHU

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

SHU

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

SHU

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.


Signature of transferee

Sloane Unwin

Printed name

Subscribed and sworn to before me this 10th day of JANUARY, 2019





Signature of Notary Public

Notary Public in and for the State of ALASKA

My commission expires: 9/9/22



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Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 804.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.



Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Whittier Lodging, LLC	License Number:	2502		
License Type:	Restaurant Eating Place				
Doing Business As:	Swiftwater Seafood Cafe				
Premises Address:	Lot 8 Triangle Lease Area				
City:	Whittier	State:	AK	ZIP:	99693



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Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

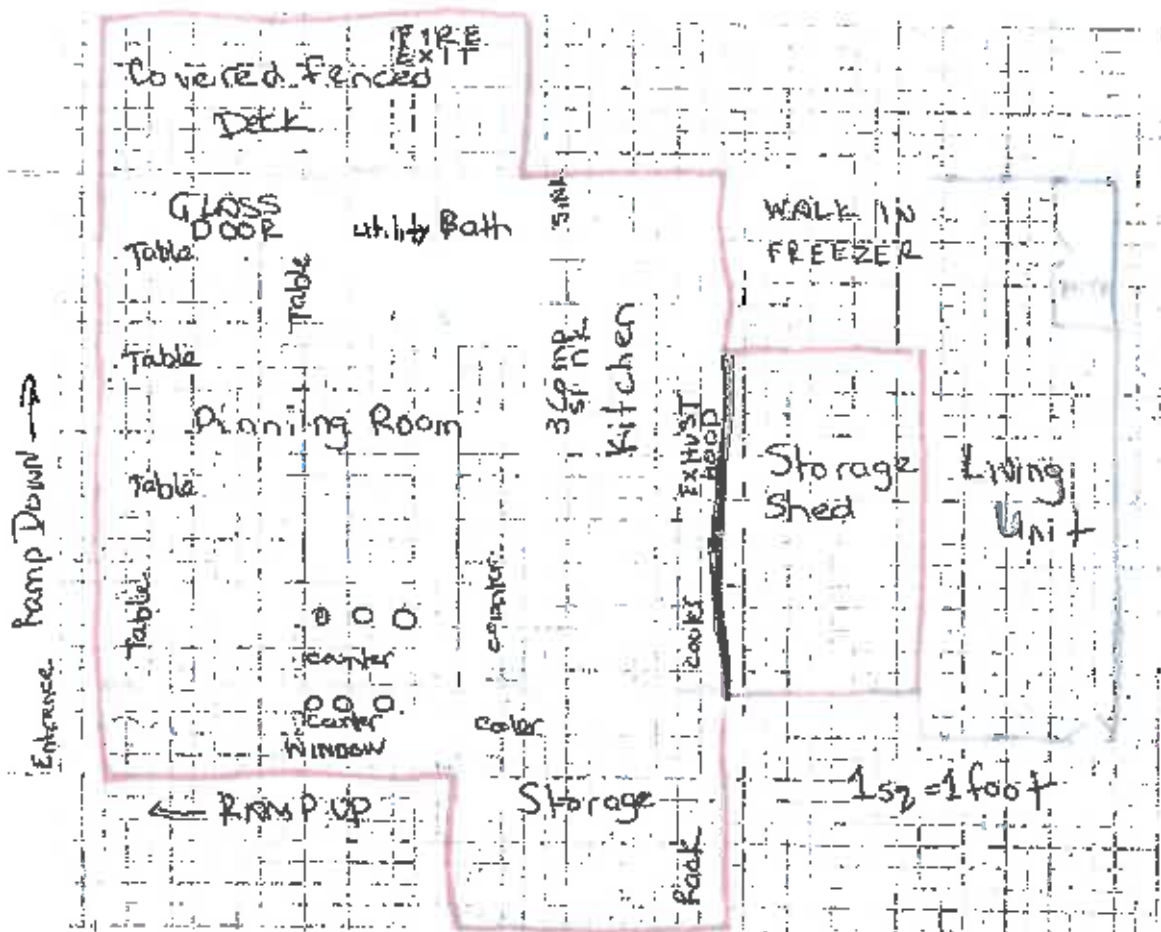
Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.

West

South

FEB 13 2019

AMCO



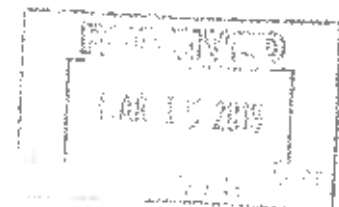
North

East Triangle Lease Area Loop



Whittier Lodging, LLC
Outside Security Plan

Whittier Lodging, LLC is located at Lot 8 Triangle Lease Area, in Whittier. The outside deck portion of the premises includes a 6-foot fence around the outside, containing the area of alcohol consumption and protecting the safety of patrons. The fence has a one-way gate for emergency exit only. There is no entrance into the premises from the deck. There will be a manager on site at all times, and when the outdoor serving area is open (weather and staffing dependent), there will be waiting staff walking between the indoor seating area, and outdoor seating area to monitor alcohol consumption. When the indoor seating area is open and the outdoor seating area is closed, doors to the outdoor seating area will be closed and used only for emergency egress. Waiting staff in the indoor seating area will monitor to ensure patrons do not attempt to use the outside seating area when it is closed.





Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<http://www.commerce.alaska.gov/web/amlc>

Phone: 907.269.0350

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A detailed floor plan of the proposed designated and undesignated areas of the licensed business and a menu or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Whittier Lodging, LLC		
License Type:	Restaurant Eating Place	License Number:	2502
Doing Business As:	Swiftwater Seafood Cafe		
Premises Address:	Lot 8 Triangle Lease Area		
City:	Whittier	State:	AK
		ZIP:	99503
Contact Name:	Sloane Urwin	Contact Phone:	907-887-9871

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

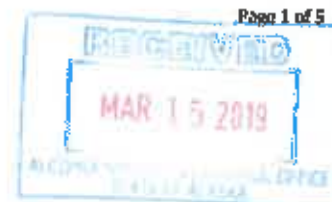
- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☐ Employment for persons 16 or 17 years of age: AS 04.16.049(c)

NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY			
Issue Date:		Transaction #:	1036773
		ATTN:	CDC

(Form AB-03) (rev 10/10/2016)

Page 1 of 5





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Additional Information

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

11AM - 11PM Monday through Sunday

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes

☐

No

☒

If "Yes", describe the entertainment offered or available:

Food and beverage service offered or anticipated is:

☒

table service

☐

buffet service

☒

counter service

☐

other

If "other", describe the manner of food and beverage service offered or anticipated:

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes

☒

No

☐

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes

☒

No

☐



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Alaska Alcoholic Beverage Control Board

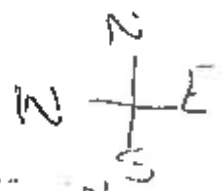
Form AB-03: Restaurant Designation Permit Application

Section 4 – Detailed Floor Plan

Provide a detailed floor plan that meets the requirements listed in Form AB-02 and clearly indicates the proposed designated and undesignated areas of the licensed business for purposes of this permit application.

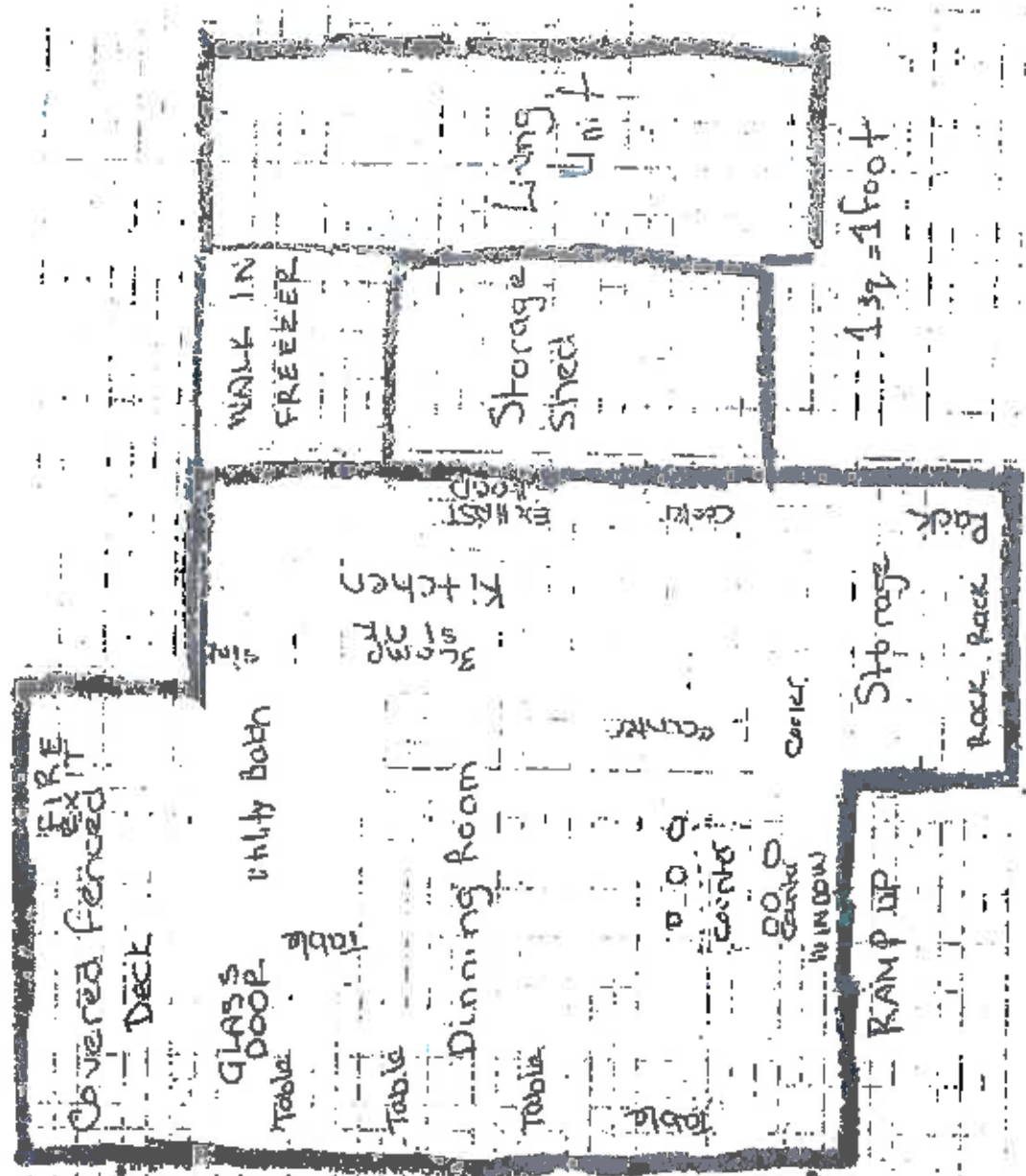
West

North



Triangle Lease Area Loop

East



minors will only be permitted in the dining room & deck area for purposes of dining.

South

AMCC
FEB 18 2019



Whittier Lodging, LLC
Outside Security Plan

Whittier Lodging, LLC is located at Lot 8 Triangle Lease Area, in Whittier. The outside deck portion of the premises includes a 6-foot fence around the outside, containing the area of alcohol consumption and protecting the safety of patrons. The fence has a one-way gate for emergency exit only. There is no entrance into the premises from the deck.

There will be a manager on site at all times, and when the outdoor serving area is open (weather and staffing dependent), there will be waiting staff walking between the indoor seating area, and outdoor seating area to monitor alcohol consumption. When the indoor seating area is open and the outdoor seating area is closed, doors to the outdoor seating area will be closed and used only for emergency egress. Waiting staff in the indoor seating area will monitor to ensure patrons do not attempt to use the outside seating area when it is closed.





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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I have included with this form a detailed floor plan of the proposed designated and undesignated areas of the licensed business for purposes of this application. I understand that this diagram is different than my licensed premises diagram.

BU

I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.

BU

I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.

BU

I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

[Signature]
 Signature of licensee

[Signature]
 Signature of Notary Public

Sloane Urwin

Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 9/9/22



Subscribed and sworn to before me this 16th day of JANUARY, 2019

Local Government Review (to be completed by an appropriate local government official):

Approved ☒ Disapproved ☐

[Signature]
 Signature of local government official

4-12-19
 Date

Printed name of local government official

City Manager
 Title



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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Enforcement Recommendations:

AMCO Director Review:

Approved Disapproved

☐☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:

WHITTIER...

"Unique Even To Alaska"

WHITTIER FACTS

Second Northernmost,
ice free port
on the Pacific Ocean

Whittier is positioned
60.79 degrees north of the Equator
and 148.65 degrees west of the prime
meridian.

The distance from Whittier to Washington
DC is 3604 miles.
The distance to the Alaska state capital
is 565 miles
(as the crow flies).

Precipitation: annual average rainfall is
197 inches and
241 inches snow.
2011-2012 Record snowfall, 44 feet

Population of Whittier as of the 2010 U.S.
census was 220 people

Tunnel Facts

Original break through:
November 20, 1942 - for train use only
Length: 2.5 miles - longest highway
tunnel in North America
Opened for vehicle traffic,
June 7, 2003

Our Motto

*"Quality, Quantity
and Service"*



Home of the left-handed halibut

OPEN

May 14, 2017 through
September 9, 2017

HOURS

11:30 am to 9:00 pm Everyday

www.swifwaterseafoodcafe.com
CAFE: (907) 472-2550

Proprietors:

Don & Margaret Varlamos

Manager:

Taki Varlamos

CAFE

Whittier, Alaska
Est. 1997

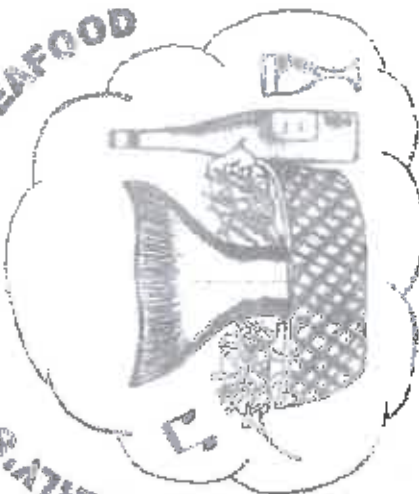
2017 Season

**Fresh Hand Battered Seafood
from Prince William Sound**

**Seafood & Spirits
by the Seashore**

WCO
FEB 13 2019

SWIFTWATER SEAFOOD



MENU

*Shrimp Basket.....	\$18.50
*1/2 Shrimp & 1/2 Fish or Halibut.....	\$20.25
*Halibut & Fries.....	\$20.25
*Halibut Sandwich.....	\$18.50
*Fish & Chips.....	\$15.50
*Fish Sandwich.....	\$13.00
*Calamari Steak Sandwich.....	\$12.95
1/2 lb. Cheeseburger.....	\$12.75
**Bacon Cheeseburger.....	\$14.75
Chicken Strip Sandwich.....	\$12.50
**Bacon, Chicken Ranch Sandwich.....	\$14.75
Chicken Strips (4 Strips).....	\$13.75

Above items include fries or coleslaw or green pasta salad

*Hand battered per order **3 Lg strips of bacon



DELICIOUS HOMEMADE

	Cup 8 oz	Bowl 12 oz
Clam or Seafood Chowder.....	\$5.75	\$7.75
Lg Roll & Butter.....	\$1.25	
Cole Slaw.....	\$3.75	
Pasta Pasta Salad.....	\$3.75	
Cheese Salad & Roll.....	\$11.00	
Add Halibut.....	\$8.50	
Add Chicken.....	\$6.50	

APPETIZERS

1/2 lb. Peel & Eat Shrimp.....	\$12.00
Crab Cakes.....	\$12.00
Calamari Shrimp.....	\$12.00
Zucchini.....	\$10.00
Lg Onion Rings.....	\$10.00

HOMEMADE DESSERT

Potterybop Crisp.....	\$6.50
Bread Pudding.....	\$6.00
Comes with whip cream dr.	
Add Ice Cream.....	\$3.00
Carrot Cake.....	\$7.00

DRINKS

Soda 12 oz can.....	\$1.50
Coffee bottomless.....	\$1.50
Juice 10 oz bottle.....	\$2.00
Ice Tea 12 oz.....	\$3.00
Milk 12 oz.....	\$3.00
Floats.....	\$4.00



WINES



Chardonnay.....	\$7.00
White Zinfandel.....	\$7.00
Merlot.....	\$7.00
Red Blend.....	\$7.00
Moscato.....	\$7.00
Cabernet Sauvignon.....	\$7.00

Wine by the bottle.....\$23.00

Over 30 Variety!

BEER

In a Can 12 oz.....\$5.00

Budweiser
Blud Light
Miller Genuine Draft
Miller Lite
Cors Light



Specialty and Imports.....\$6.00
Breweries Represented

Alaskan	Becks
Kassik	Reeling Rock
Denali	New Belgium
Mike's	Heinekken
Cascade Lakes	Ballast Point
Corona	Just More!
Modelo	

Guinness.....\$7.00

FEB 12 2019